

# Special Activity Guidelines



# Welcome to Windsor, Colorado

The Town of Windsor (TOW) has outdoor facilities suitable for a variety of special activities/events that contribute to the individual, social, economic and environmental health and well-being of the community. The TOW offers many public parks that can be used as the site for your special event.

This packet is intended to help you better understand the special activity permitting process and provide tips that will facilitate your special event/activity planning. The Town of Windsor is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. Town staff has valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance, a preliminary conversation with Town staff may help you save valuable time and provide you with initial guidance in the development of your special event/activity plan.

## What is a Special Activity/Event?

A special event is defined as an activity or event held on Town of Windsor property by an organized assembly, generally more than 100 people where the event will interfere with vehicular or pedestrian traffic and is beyond regular property usage or where a higher concern exists for the protection of participants, users and/or property.

- A special event/activity may include but is not limited to races, carnivals, festivals, parades, large company picnics, private fundraisers, and camps.

The Town of Windsor will conduct a review process upon receipt of the application and will make a decision to approve the event based on the following criteria:

- Goals and objectives of the Town of Windsor Strategic Plan
- Duplication of events
- Public impact on street access and closures
- Scheduling conflicts with other activities (i.e. another special event, road work or construction project, etc.)
- Applicant References
- Concurrence by other affected agencies

Once you have submitted your application a representative from the Town of Windsor will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses, or requires a logistics meeting.

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### How do I know if I need to fill out a Special Activity Application?

- ☐ Is the anticipated attendance 100 or more people?
- ☐ Will there be alcohol consumption or sales?
- ☐ Will you have vendors at the event who are selling goods or services (like a yoga class)?
- ☐ Will you be using amplified sound, other than a small, personal speaker for announcements?
- ☐ Will your event close or change the traffic pattern of a street or alley?
- ☐ Will your event impact the public use of a park or natural resource?
- ☐ Will you be using any temporary structures, like tents (larger than 10x10), bleachers, blow up structures or stages?

If you answered "YES" to any of these questions, you will most likely need to apply for and obtain a Special Activities Permit.

## Application Process

1. Fill out a Special Activities Application, found at
  - o <https://windsorgov-special-events-app.app.transform.civicplus.com>
2. Submission of the following will put your event on the events calendar, but does not guarantee approval of your event:
  - o Activity Application
  - o \$100 application processing fee (non-refundable)
  - o \$500 refundable deposit
3. Which application applies to your event?
  - o **Park Activities Application:** If your event takes place at any of the Public Parks at the Town of Windsor. Includes Start/Finish and after parties of races.
  - o **Run/Walk/Triathlon Activity Application:** Only if your event takes place on trails in the Town of Windsor. Or requesting the use of Windsor Lake for a triathlon.
  - o **Community Impact Activities Application:** The majority of your event is held on private property. Major roadways and community will be impacted by event.
  - o **Block Party Application:** Hosting an event on a street or breezeway that impacts traffic flow or street access.
  - o **Parade Application:** Requesting street closures for an organized procession of people or floats.
  - o **Private Outdoor Fee Based Activity Application:** Defined as a class, clinic, camp, guided activity, program, or related serviced organized and offered by a permittee for which a payment or fee is expected to be made to the permittee. Max number of participants is 25.
  - o **Sponsored Activities Application:** Must be a non-profit to apply for Town Board sponsorship of your event.
  - o **Sponsored Donation Application:** Must be a non- profit to apply for Town Board sponsorship of your request.
4. Complete and submit remaining forms depending on your specific event AND all fees no later than **90 days before your event.**
5. Your event/activity is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. You will be notified no more than 30 working days after the application is submitted if additional information is needed.
6. Once your application is reviewed by all departments and approved, a permit for your event will be issued by the Special Event Coordinator.

Other related documents may be found at <https://www.recreationliveshere.com/31/Special-Events> , such as:

- Windsor Park Maps
- Special Events Permit Questionnaire (Alcohol)
- Liquor Licensing Application Deadlines
- WSFR Tent Policies
- Tax Report Worksheet
- Colorado Guidelines for Temporary Food Establishments

**Town of Windsor  
Parks, Recreation & Culture  
Fee Schedule**

All applicants must submit their full application with a \$100 non-refundable application fee and \$500 refundable deposit fee. Fee structure is priced individually, any trail use, or specialized requests are in addition to the park rental fees listed in the fee schedule below. Does not include exclusive playground use. Fees are per day unless otherwise noted.

<b>General Park Fees</b>	
Includes right to use park shelters and tables, excluding the Band Shell and Market Pavilion.	
Park Special Event (100-500 in attendance)	\$375
Park Special Event (501-1,500 in attendance)	\$1,125
Park Special Event (1,501 – 5,000 in attendance)	\$1,500
Park Special Event (5,001- 8,000 in attendance)	\$1,875
Park Special Event (8,001+ in attendance)	*Requires additional review
<b>Trail Use Fees</b>	
These use fees are in addition to park rental fees. Trail rental is for the trail use ONLY.	
Fun Run Race Event (100-400 attendees)	\$200
Fun Run Race Event (401-700 attendees)	\$500
Fun Run Race Event (701-1,000 attendees)	\$800
Windsor Lake Trail Fun Run Race Event less than 300 estimated participants (includes Trail, Band Shell and Boardwalk Park for duration of event only)	\$450
Competitive/ Qualifier Races (100-500 attendees)	\$600
Competitive/ Qualifier Races (501- 800 attendees)	\$1,800
Competitive/ Qualifier Races (801+ attendees)	\$2,400
*May require additional review	
<b>Specialized Fees</b>	
Band Shell at Boardwalk Park	\$175
Market Pavilion at Boardwalk Park	\$275
Eastman Oxbow Disc Golf Course (Non-Exclusive Use)	\$200
Eastman Oxbow Disc Golf Course (Exclusive Use)	\$600
Windsor PD Officer (if necessary, # of officers needed will be determined by Windsor PD)	\$100/ officer/ hour *Requires additional review
<b>Windsor Lake</b>	
Windsor Lake outside of swim area -scheduled prior to February 1 <sup>st</sup> , athletic/sporting events ONLY)	\$3,500/ Additional review and fees may be associated with request
Beach at Windsor Lake (includes swim area) –scheduled prior to February 1 <sup>st</sup> , athletic/sporting events ONLY)	May-September - \$650 October-April - \$450

**Payment:** Fees and deposits are due at the time of application. Cash, check and credit card payments are accepted.

## Late Fees

Expedited Processing	
Applications are due within 90 days, applications submitted after will be subject to a fine per day late	\$50/day
Invoicing	
Invoice created and due within 14 days	\$10/day past due date
Marketing	
Marketing of your event prior to approval permit	Forfeit of deposit

## Park Rules

- Parks are available from 5 a.m. - 10 p.m.
- Tent and portable shelters prohibited after 6 p.m.
- All glass containers are prohibited in our parks
- Full strength beer and wine are permitted in our parks. Alcohol cannot be sold without a special events alcohol permit.
- Portable charcoal grills are prohibited in our parks. Gas grills limited to 200 square inches and 11lb containers. Unless otherwise discussed with Town staff.
- Vehicle(s) prohibited off-road, unless authorized to be driven in the park by Town of Windsor staff. Must display an Authorized Vehicle Permit in the front window or will be subject to citation.
- Pets must be leashed at all times. Clean up after your pets.
- Permits are **required** for organized events taking place in any park; limiting events held at community parks to a maximum of eighty-five annually.

## Trail Use Rules

- Windsor Trails include: Windsor Lake Trail, Eastman Park Trail, Belmont Ridge Open Space Trail, Greeley No. 2 Canal Trail, Kyger Trail, and Poudre River Trail (Requires additional review)
- Trails are available from 5 a.m. - 10 p.m.
- Use of chalk, tape, etc. is permitted to mark trails; permanent marking of the trails is prohibited (i.e. paint).
- Permits are **required** for organized walks and runs
- The trails are **not** closed to other users during a non-competitive run/walk. Staggered start times are suggested to avoid no crowding on trails; share the trail with other citizens.
- All traffic equipment **must** be supplied by the organizer
- All vehicle(s) prohibited on trails; Town of Windsor Vehicles only.
- All trail events are weather permitting; Town of Windsor staff reserves the right to cancel scheduled events based on trail conditions for participant safety.

## Specialized Facility Rules

- Specialized facilities follow the same hours as parks; available from 5 a.m. - 10 p.m.

### Disc Golf Course

- Permits are **required** for organized tournaments on the course



- Please pick up litter and keep the course clean and undamaged for all to enjoy
- Each hole begins at the marked tee area; adding additional marks is prohibited
- Full strength beer and wine are permitted in our parks. Alcohol cannot be sold without a special events alcohol permit.
- Vehicle(s) are prohibited on course

### **Windsor Lake Events**

- Permits are **required** for organized events on the lake; only 3 athletic/sporting events allowed on the lake per year & must be completed by Noon
- No more than 6 motorized boats on the lake are permitted at one time, with a maximum horsepower.
- All applications must be turned in prior to February 1<sup>st</sup> for review
- Please pick up litter and keep the course clean and undamaged for all to enjoy
- Full strength beer and wine are permitted in our parks. Alcohol cannot be sold without a special events alcohol permit.

### **Event Permit**

Upon review and approval, the event organizer will be issued an event permit. The permit ensures the compliance of town rules, safety of the community, and clear expectations for hosting an event in the Town of Windsor. The event organizer's signature on the permit confirms the understanding and obligation of the guidelines included in the permit. Noncompliance will be notified by a formal notice. The event organizer is encouraged to have the permit available at their event.

### **3- Strike Compliance Policy**

As an event organizer, you are required to comply with the guidelines set forth in the permit issued. Failure to comply with any of the written requirements will be tracked by a three-strike policy.

1. First Strike (Initial Warning)- A formal notice informing the event organizer of the infraction or behavior that violates the established guidelines in the permit.
2. Second Strike (Final Warning)- A formal notice informing the event organizer of the repeated non-compliance. It will emphasize the seriousness of the issue and that only one more chance remains to avoid consequences.
3. Third Strike (Consequential Action)- A formal notice informing the event organizer that they will not be permitted to host another event in the Town of Windsor for 3 years. After the suspension, the organizer may be allowed to apply again and reviewed for improvement.

### **Accessibility**

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or

liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

## **Advertising**

Please ensure that your Special Event/Activity has been approved by the Town **before** you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened by Town staff. Acceptance of your Special Activity Application by the Town is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the Town will issue a Special Activity Permit. Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk. Applicants that promote prior to the permit approval may be subject to a forfeiture of their event damage deposit.

## **Alcohol**

If you would like to serve or sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License through the Town Clerk Office. Applicants must be a 501c3 non-profit and may apply for a Full-Strength Alcohol and Wine Liquor License online at: [Special Event Liquor License Application \(civicplus.com\)](http://SpecialEventLiquorLicenseApplication(civicplus.com))

For alcohol specific questions please visit: <https://windsorgov.com/175/Liquor-Licensing> or contact the Town Clerks office directly at: [townclerksoffice@windsorgov.com](mailto:townclerksoffice@windsorgov.com)

## **Amplified Sound**

During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The special event application form shall reflect whether amplified sound equipment will be used during the event. Members of the police department are empowered to make a determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the event organizer. Event participants are cautioned to use amplified sound responsibly.

## **Banners and Promotional Signs**

Temporary sign permits are not needed for any signs/banners that will be hung or mounted inside the parks, once the event is approved. Event signs may only be displayed during the approved event time.

## **Cancellation Policy**

All cancellations must be submitted in writing. If the Town of Windsor cancels the event due to unforeseen circumstances, all fees will be refunded to the applicant.

**Refund Policy:** The Town of Windsor may refund your park rental fee (and deposit) if for any reason you are not able to fulfill your agreement. Refunds will be distributed on a pro-rated basis as follows:

- **60 day** notice – full refund of the rental fee
- **30-59 day** notice - forfeit 50% of the rental fees
- **0-29 day** notice - forfeit 100% of rental fees



## Communications

The applicant must provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing affected parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them.

The applicant is responsible for notifying all residents/businesses impacted by any street closure by completing the **Street Closure Request, and proof of business notification is required. All street closures are contingent upon Town approval.** This communication should be completed no less than 90 days prior to the event.

## Deposit

A \$500 security/damage deposit is due at the time of reservation approval. This deposit may be retained by the Town to pay for any damage caused to the park or park property or for any costs incurred by the Town due to the use of the park by the applicant's event. A larger damage deposit may be required if the Town reasonably determines that the risk of any damage to Town property from the event exceeds \$500. The customer is responsible for any damage to Town property that is not covered by the security/damage deposit.

## Electricity

All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard. Several parks have access to 110v and 220v power sources. Please check park maps and ensure that the facility has the necessary power for your event.

- There is no additional fee for events requiring access electricity, **however,**
- Event Organizer will supply all necessary electrical equipment & hookups, if necessary

## Electronic Message Board

Use of electrical marquee sign on east and west entrances into Windsor on Hwy. 392 is available to Town of Windsor Sponsored Activities only that impact traffic based on CDOT regulations.

## Fencing

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing.

- Occupancy: Windsor Severance Fire Rescue will set occupancy load if expected attendance is over 1,000.
- Number of exits: The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel from the next exit.
- Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.

- Exit staffing: Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/marking: Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.
- For more information on fence requirements please contact Windsor Severance Fire Rescue at 970-686-2626.

## Food Vendors

- Food vendors must provide a **Mobile Retail Food License, or a Temporary Food Establishment License** obtained from the Weld County Department of Public Health and Environment. \
- Food vendors must schedule an inspection with WSFR prior to the event or supply a permit of inspection
- Mobile Food vendors must obtain a Town of Windsor business license (effective June 10, 2024) through the Town of Windsor Planning Department, please contact: [KLambrecht@Windsorgov.com](mailto:KLambrecht@Windsorgov.com). Please provide:
  - Picture of truck
  - Health Department Certificate
  - Map of event (indicating the location of the food truck)
  - State standard retail license #
- The concession stand at Boardwalk Park will be open during most special events. To ensure the success of all food vendors please contact the Special Events Supervisor for current menus and to reduce overlapping of food types.

## Generators

- Location: Portable Generators should be placed in an area where attendees are unlikely to come into contact with them and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable.

## Heaters

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground.
- It cannot hold more than seven gallons of fuel.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable.
- An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building or tent.

## Maps (Site/Route)

An event site plan and/or route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity and spectator's paths of an event within the park and surrounding boundaries. Primary site plans and route maps should be computer generated using scaled drawings and measurements to depict the components of the proposed event. Park maps available on: [Special Events Application \(arcgis.com\)](#)

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event, including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas.
- All tents, canopies, production areas, registration, food and beer gardens.
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes.
- All portable restrooms and sinks (if required).
- All recycling receptacles and dumpsters.
- All vehicles, trailers and shuttle areas for employees, volunteers and vendors.
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators.
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane.
- All generators, PA system(s), announcer and direction of all speakers.
- Any related infrastructure components or activities included in the event application.

## Medical Plan

Based on the size and scope of your event you may be required to provide a Medical Plan. It must describe all the types and locations of the medical facilities and staff that that will be provided for the event. Each event is unique in its size, type, duration, and location; therefore, your medical plan should respond to all anticipated needs. Contact the Special Events Coordinator for more details.

## Emergency Medical Services (EMS)

To ensure timely and effective medical response and care during special events, organizers must plan for appropriate Emergency Medical Services (EMS) coverage proportional to the event's size, type, location, and risk level.

- **Medical Coverage Plan:**
  - Event organizers must provide a written EMS plan as part of their overall safety and emergency operations plan.
  - The plan should outline how medical emergencies will be reported, accessed, and managed during the event.

- **EMS Staffing and Resources:**
  - At minimum, a **basic first aid station** must be available for all public events.
  - Events expecting **large crowds** (1,500+ attendees), **high physical activity**, or **alcohol consumption** must provide on-site EMS personnel, such as certified EMT's or paramedics.
  - The number and level of medical personnel should be based on event risk assessment and in consultation with the local EMS agency or fire department.
- **Medical Stations and Equipment:**
  - First aid/medical stations must be clearly marked, accessible, and adequately equipped with supplies for minor injuries and basic life support.
  - Automated External Defibrillators (AEDs) should be available, and staff trained in their use.
  - Medical stations must have reliable communication with event command and emergency dispatch.
- **Ambulance Access and Coordination:**
  - Event layout must maintain clear access routes for ambulances and emergency vehicles at all times.
  - Organizers must coordinate with the local EMS provider to identify access points, staging areas, and hospital transport routes.
  - If on-site ambulance standby is required, it must remain dedicated to the event for its duration.
- **Incident Documentation and Reporting:**
  - All medical incidents requiring EMS intervention must be documented and reported to the event organizer and public safety liaison.
  - A post-event summary of medical incidents may be requested by the jurisdiction to inform future planning.
- **Communication and Integration:**
  - EMS personnel must be included in all pre-event safety briefings and integrated into the event's overall Incident Command System (ICS).
  - Communication channels between EMS, event staff, security, and public safety agencies must remain open and tested before the event begins.

## Parking

- When planning your event, it is important to consider the impact your event will have on parking in the area. In some cases, a Transportation Plan will be needed if the venue cannot accommodate the number of anticipated attendees.
- If a Transportation Plan is required, you will be required to identify Town owned or private parking lots that will be utilized, a shuttle plan, emergency vehicle access, and ADA accessible parking provisions and/or special parking requests.
- Boardwalk Park
  - There are 91 parking spaces (83 regular, 9 handicap) in the main parking lot. Of these spots, the event organizer may be required to reserve spaces for recreational users (annual boat permit holders, etc.). Absolutely no blocking of handicap parking.
  - There are 8 parking spots (5 regular, 3 handicap) in the 5<sup>th</sup> street roundabout.
  - There are 21 parking spots (all regular) to the west near the Train Depot.

## Restroom Facilities

- Additional restrooms will be **required** for any event taking place at any park facility. Depending on the duration of your event and expected attendance adequate restrooms will be required per the chart below.
- Public events must include at least one ADA portable unit.
- Restrooms must be accessible from trails or parking lot
- The recommendation for provision of toilets is one restroom for each gender for every 200 persons.
- Park sites that include restroom facilities will be open and available for public use

Number of Hours for Event										
	1	2	3	4	5	6	7	8	9	10
# of People	# of Portable Restrooms Needed									
100-500	2	2	2	2	2	2	3	3	3	4
1000	4	4	4	6	6	6	8	8	8	10
2000	6	6	6	8	8	8	10	10	10	12
3000	8	8	8	10	10	12	16	16	20	20
4000	10	10	10	12	12	16	20	24	24	28
5000	12	12	12	16	16	20	24	26	28	30

## Sales Tax

**A WINDSOR SPECIAL EVENT SALES TAX LICENSE IS MANDATORY IF THREE OR MORE VENDORS PLAN TO SELL AT YOUR EVENT.** A 30-day timeline prior to the event is required for processing; please plan accordingly. No special event shall occur without the issuance of a special events sales tax license to the Organizer of the event. The license is twenty-five dollars (\$25.00) for each special event.

Applicants may apply for a Special Event Sales Tax License online at: <https://windsor.munirevs.com/>

## PROCESSING REQUIREMENTS:

- Only the Event Organizer shall obtain the Windsor and the Colorado Special Event Sales Tax License. These two licenses shall “blanket” all participants making sales during the event, thereby eliminating the need for individual vendors from applying for the Windsor sales tax license. **\*Note: if there are less than 3 vendors, it is not deemed a Special Event, and therefore each vendor must obtain an individual special event sales tax license with Windsor and with the State of Colorado.**
- 30 days prior to the event, the Event Organizer must start applying for the State and Local Special Event Sales Tax Licenses.
  - The Town highly recommends Event Organizers apply for the State license in-person at the Local Service Center located at 3030 S. College Avenue, Ft. Collins CO. The State license number will be issued immediately at this location. To speak with a State Agent in the Ft. Collins office, call 970-494-9805. On-line application with the State can take up to 6 weeks.



- After the State's special event sales tax license number is assigned, the Event Organizer must apply for the Windsor Special Event Sales Tax License. Individual vendors are not required to obtain a Windsor license but the Organizer must prepare a participation worksheet listing all vendors who are making sales during the event. The application, vendor worksheet, and a \$25 application fee must be received by the Windsor Finance Department no less than 20 days in advance of the event.
- Collection and Reporting of all sales tax revenues on sales made during the event is the responsibility of the Event Organizer. Participants must report sales tax revenues (3.95% Windsor & 2.9% State) directly to the Organizer who then prepares the tax return for Windsor and for the State of Colorado within 15 days of the conclusion of the event. The Windsor Finance Department will provide more information concerning collection & reporting in a meeting with the Event Organizer one (1) week prior to the event.

## **Security**

As an event coordinator, the safety of the community and attendees are of primary concern at all times. The Windsor Police Department reserves the right to specify the need for and number of police officers or security personnel required to attend any event based on the following:

- Expected attendance
- Location of the event
- Presence of alcohol
- History of the event (if applicable)
- Nature of the event
- Street closures

The costs associated with additional required security, rangers or police staffing will be at the expense of the event coordinator.

## **Storm Water Protection**

Water can flow from your event site, through storm drains, directly to bodies of water without any treatment. Storm water can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be "threatened discharges" to storm water unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. As an event coordinator, your organization can be liable for any storm water violations. These violations could result in fines. The objective in storm water protection is that only rainwater and snow melt go down storm drains.

## **Traffic Control/Street Closures (if necessary)**

- Applicant must provide a detailed plan of traffic control/street closures (if necessary) with a map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an "Emergency Services Plan" (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate emergencies.
- Emergency Services volunteers, including traffic monitors, must be over 18 years of age.
- Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the Town notes otherwise in the event approval.



- The Town reserves the right to stop any activity if proper traffic control devices are not in place during the event.
- For events that will exceed existing parking facilities, a traffic control plan must be submitted including anticipated vehicle traffic for the event, peak traffic times and any necessary agreement from adjacent private property owners allowing use of their property for parking.
- If the event involves Main St or any other State highway CDOT approval is required.

## Tents/Canopies

This policy is intended to help groups or businesses that use tents or canopies during special events to have a document that will assist them in understanding the fire codes that relate to these types of events. This policy is general in nature and may not be all inclusive of all codes that may apply for each event. The Windsor Severance Fire Rescue (WSFR) staff member will make the final decision at each event on any matters not clearly defined in this policy.

- If you plan to use ground stakes 12” or longer in any park, line locates will be required, so the irrigation systems are not damaged. Plan accordingly.
- **Tent or canopy size:** Tents and temporary membrane structures having an area in excess of **600 sq. ft. and canopies in excess of 900 sq. ft.;** are required to obtain a permit and meet the 2012 International Fire Code, Article 32 and other safety requirements per WSFR. (Referred to as a large tent or canopy).
- Tents and temporary membrane structures having **less than 600 sq. ft. and canopies having less than 900 sq.ft., do not require a separate permit,** but will need to meet the safety requirements listed by the WSFR. (Referred to as a small tent or canopy, bounce houses excluded)
- Events that have multiple tents and canopies may request a special event permit instead of obtaining separate permits for each tent or canopy. This permit still requires a detailed site plan, but also requires one contact for the whole event.
- No cooking with open flame is allowed under any tent or canopy. Examples include hot griddles, barbeque grills, kettle popcorn poppers, or any other device with an open flame. Outdoor cooking that produces grease laden vapors should not be placed within 20 feet of any tent or canopy. A barrier must be in place to keep the public at least 48 inches from a deep-fat fryer, or otherwise approved by WSFR.
- Tents, canopies and temporary membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather against collapsing.

For more information specific to your event in regards to tents and canopies, contact Windsor Severance Fire Rescue at (970) 686-2626.

## Waste Management

The Town of Windsor Colorado is committed to proper environmental stewardship. Protecting both natural resources and the region’s physical beauty, the Town endeavors to practice stewardship both in its internal operations and planning with outside entities. Special Events are an important part of the local economy and are enjoyed by countless patrons. However, the Town of Windsor does recognize that they have the potential to generate large amounts of waste. To cut down or eliminate the quantity of waste produced in town parks, the Town of Windsor has identified the following goals:

- To completely eliminate the use of Styrofoam within all town parks;
- To reduce the amount of waste sent to the landfill;

- To educate event organizers and vendors about alternative materials and “recycle/re-use/reduce” practices and provide resources to assist in waste management at special events.

Waste containers are available at parks. Recycling is encouraged at all events, but organizers may be required to provide recycling for larger events held in Windsor parks as a condition of their permit from the Parks, Recreation & Culture Department.

- Event coordinators are welcome to utilize containers, but are responsible for removing all materials from the containers to the dumpsters prior to vacating the park.
- Events which expect 300+ attendees should plan on providing at least one additional trash dumpster. Please consult with a waste management company to determine the best fit for your event.
- Drop-off/pick up of dumpster and location must be approved by the Town. Dumpsters must be removed following the conclusion of the event.

## Windsor Lake

Windsor Lake is primarily for boating and drop-in uses. Reservations for events closing Windsor Lake must be made prior to **February 1<sup>st</sup>** for the current calendar year and for a total of three full day events per calendar year. Events that do not require the closing of Windsor Lake may also be considered. Only sporting/athletic events are allowed. A detailed water safety plan must be submitted for any water portion of the event with any corrective measures outlined in plan as required by the Town of Windsor. Events must submit boat/swim course map. No buoys or docks will be removed.

## Water Safety Precautions/Requirements:

- 1 Open Water Certified lifeguard (certificate required) is required per 25 participants.
- 1 Open Water Certified lifeguard must be stationed on the beach area with the rest of the lifeguards in the water in boats or kayaks with appropriate safety equipment.
- 1 motorized boat is required with safety personnel on board. A copy of the insurance for the boat and a driver's license is required to be on file at the Parks, Recreation & Culture Department. The safety personnel on board needs to be trained in Water Safety, CPR and First Aid.
- Windsor Severance Fire District may be required to be onsite as dive and rescue staff during any lake event, but additional dive and rescue staff (independent of WSFR) is recommended.
- The Town of Windsor will not provide a boat or staff person on the day of your event.

## Insurance

- Evidence of appropriate insurance must be provided with special event application, no less than sixty (30) days prior to the event and maintained throughout the duration of the event, including set-up and dismantle periods.
- The organization/individual shall procure and maintain, at its own cost, general liability insurance in the amount of not less than \$1,000,000, Combined Single Limit (CSL) per occurrence.
- Certain recreational activities require Commercial General Liability (CGL) Limits that must be at least \$2,000,000 CSL per occurrence. Please consult with Special Events Supervisor to determine applicability.
- If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard for (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage is needed. Minimum limit of insurance shall be \$500,000 CSL per occurrence.
- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an

insurance company's certificate form is also acceptable.

- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- The Town of Windsor must be added as additionally insured, listed as:
  - Town of Windsor  
301 Walnut Street  
Windsor, CO 80550

### Addendum A: Insurance Certificate Sample

**ACORD . CERTIFICATE OF INSURANCE**

ISSUE DATE (MM/DD/YY): XX/XX/XX

**PRODUCER**  
Bill Jones Insurance Agency (example)  
License #0C32505  
40 E. Main St. Ste. 1100  
Santa Clarita, CA 94405  
Ph.#: 800-683-0000

**INSURED**  
LEGAL NAME & ADDRESS OF CONTRACTING PARTY  
11111 ABC ST. SUITE 1  
CITY, STATE ZIP CODE

**COMPANIES AFFORDING COVERAGE**  
COMPANY LETTER A TRAVELERS INDEMNITY OF WISCONSIN (example)  
COMPANY LETTER B  
COMPANY LETTER C  
COMPANY LETTER D  
COMPANY LETTER E

**COVERAGES**  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	INS. PER. YRS	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS (IN THOUSANDS)
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT OTHER		NGR0105086-09	XX/XX/XX	XX/XX/XX	GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMPOS AGGREGATE \$ PERSONAL & ADVERTISING INJURY \$ EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ MEDICAL EXPENSE (Any one person) \$ COSTS SINGLE LIMIT \$ EVENT NAME AND DATE INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ EACH OCCURRENCE \$ AGGREGATE \$ STATUTORY LIMITS (EACH ACCIDENT) \$ (DISEASE POLICY LIMIT) \$ (DISEASE EACH EMPLOYEE) \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY					
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM					
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER(S) INCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below OTHER					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES RESTRICTIONS/SPECIAL ITEMS**  
EVENT NAME AND EVENT DATE in addition to the Town of Windsor is added as additional insured.  
("by Agreement" is acceptable, however, "by Contract" cannot be approved.)

**CERTIFICATE HOLDER**  
Town of Windsor  
Attn: Risk Management  
301 Walnut Street, Windsor,  
CO 80550

**CANCELLATION**  
Should any of the above described policies be canceled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE  
Bill Jones

ACORD 25-S (3/88) ©ACORD CORPORATION 1988

**NAMED ADDITIONAL INSURED**  
must include the Town of Windsor

**CERTIFICATE HOLDER**  
must list  
Town of Windsor

- **NAMED ADDITIONAL INSURED:** The Certificate must state, either under Description of Operations or by attached endorsement, that the "Town of Windsor and its elected and appointed officials and employees are additional insured".  
\* The addition of "by Agreement" is acceptable, however, "by Contract" cannot be approved.
- **CERTIFICATE HOLDER:** Must be "Town of Windsor Attn: Risk Management 301 Walnut Street, Windsor, CO 80550."  
\* Please DO NOT include the department name as the Certificate Holder i.e.: Town of Windsor Building Department.

Please contact Risk Management with questions (970) 674-2438 or Riskmanagement@windsorgov.com